

**PROCEEDINGS OF THE BROWN COUNTY**  
**PUBLIC SAFETY COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Public Safety Committee was held on Wednesday, May 2, 2018 at the Brown County Sheriff's Department, 2684 Development Drive, Green Bay, Wisconsin.

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**Present:** Supervisor Schadewald, Supervisor Gruszynski, Supervisor Nicholson, Supervisor Buckley, Supervisor Borchardt  
**Also Present:** Supervisor Tran, Supervisor Brusky, Supervisor Hoyer, Public Works Director Paul Fontecchio, Bruce Wetzel, Patrick Flaherty, Technology Services Director August Neverman, Medical Examiner Director of Operations Barry Irmen, Public Safety Communications Director Cullen Peltier, Lt. John Mitchell, Chief Deputy Todd Delain, Accountant Don Hein, Clerk of Courts John Vander Leest, District Attorney David Lasee, Director of Administration Chad Weininger, Facility Manager John Morehouse, Bob Srenaski, other interested parties.

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**I. Call meeting to order.**

The meeting was called to order by Pat Buckley at 11:30 am.

**II. Approve/Modify Agenda.**

The Agenda was modified by deleting Item 23 as it was approved at the special meeting on April 17, 2018.

Motion made by Supervisor Schadewald, seconded by Supervisor Nicholson to approve as amended. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**III. Election of Chair.**

Supervisor Schadewald nominated Supervisor Buckley for Chair.

Motion made by Supervisor Schadewald, seconded by Supervisor Gruszynski to cast unanimous ballot. Vote taken.  
**MOTION CARRIED UNANIMOUSLY**

**IV. Election of Vice Chair.**

Supervisor Borchardt nominated Supervisor Gruszynski for Vice Chair.  
Supervisor Schadewald nominated Supervisor Nicholson for Vice Chair.

A vote was taken for those in favor of Nicholson for Vice Chair. The vote was carried 3 to 2.

**V. Set date and time for regular meetings.**

Chair Buckley informed that Public Safety meetings have been held at 11:00 am on the first Wednesday of the month for the past four years in consideration of staff time and although sometimes it is hard for Supervisors to make this time, it has worked. Several Committee members indicated meeting during the day was not possible and others indicated that night time meetings would not work. The date and time of the meetings was discussed and a determination was made to tentatively schedule meetings for 4:00 pm on the first Wednesday of the month. Buckley indicated the next Committee meeting will probably be at the Jail.

**VI. Approve/Modify Minutes of March 7, 2018 and April 17, 2018.**

Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

**Comments from the Public.**

Supervisor Brusky expressed her concern and disappointment that a communication she put forward in February was not put on the agenda for this meeting. She recalled due to a lack of quorum she and Bob Srenaski were unable to

finish their presentation at the March Public Safety meeting and then the regular April meeting was cancelled. She thought the item would then be placed on today's agenda, but when it was not she sent e-mails to Chair Buckley and Vice Chair Nicholson regarding this, but she did not receive a response. Brusky continued that she was advised that the communication will be placed on the next agenda; however, there is a timeliness issue on this. She explained that she and Bob Srenaski have been in contact with professors from UWGB who conduct a data science master's program and they have some interns who may work with the work group they want to initiate. Brusky continued that the work group was approved by the Criminal Justice Coordinating Board and the data she and Srenaski want to access is exactly the kind of things the professors at UWGB and UW Superior are capable of. Working with these UW groups would be a win win for both the students and the work group and there was talk of having a local student available to start working on this in May. Brusky and Srenaski want to proceed on this, but without approval it is difficult to say that Brown County is in the game. She again expressed her concern that this item was not on today's agenda as requested.

Chair Buckley said when he spoke with Brusky earlier in the week about this, it was his understanding that this matter was handled at the Criminal Justice Coordinating Board in March when the presentation was made by Bob Srenaski to them. At that time, the Criminal Justice Coordinating Board approved the work group and then that comes through the Public Safety Committee for approval via the minutes of the Criminal Justice Coordinating Board. Brusky noted that the Criminal Justice Coordinating Board minutes have not yet been approved, and, further, having this on the agenda would have presented an opportunity to educate the Committee on something that would be good for Brown County and save money rather than having a \$150,000 study as was previously suggested. Brusky said this is a very good opportunity and is hopeful that it will still go forward.

Buckley said he had spoken with Chair Moynihan who advised from a procedural standpoint the communication should come back to the Public Safety Committee to be received and placed on file, but what Brusky and Srenaski is asking for has already been approved. Brusky acknowledged that the request for a work group has been approved by the Criminal Justice Coordinating Board, but not by the Public Safety Committee or the County Board and that is what she objects too. She also objects to not having the opportunity to present their information and said it was appropriate for it to be on the agenda for today's meeting. Buckley said after he contacted Chairman Moynihan, he played phone tag with the County Board office and by the time he made contact with staff there was no longer time to have the item added to the agenda.

Schadewald interjected that according to Chapter 2, a Committee Chair can approve a subcommittee. Buckley acknowledged that authority, but said he would rather see it go through the process because he does not necessary agree with forming another committee because the Criminal Justice Coordinating Board should be the group that takes this up because it is part of what they are tasked to do. However, if the Criminal Justice Coordinating Board chooses to have a subcommittee, which they did at their last meeting, he is okay with it. Buckley reiterated that he assumed this was taken care of, but Brusky said he had been advised that it was not taken care of. She is here in good faith and sent out multiple communications but did not receive an answer. Buckley responded that he did contact Brusky and he again said this will come back to Public Safety at the next meeting to be received and placed on file to procedurally dispose of the communication since it has been approved by the Criminal Justice Coordinating Board. Brusky concluded by thanking the Committee for their time. She indicated she works hard and her communication should have been handled the right way.

Supervisor Nicholson asked Brusky how she contacted him. Brusky responded that she sent him an e-mail Friday evening. Nicholson advised her that in the future the best way to get a hold of him is to call him.

Bob Srenaski addressed the Committee. He said this is all about creating a work group subservient to the Criminal Justice Coordinating Board to address a major problem with the criminal justice system. The major problem with the criminal justice system is that it is inefficient. Each component part of the system operates in a silo and each does a good job and each has a software system to manage their departments, but there is no way to track what is going on in the entire system to identify potential problems and then to get into the data to look at the problems and why they occur. He talked about the jail expansion and said the rationale for expanding the jail is that it is overcrowded, but there is no way to dive into the entire system to find out why it is overcrowded. The approach is just to expand the jail without truly knowing what is causing the overcrowding. Srenaski said there are data processing and management tools being used by each department, but there is no way to dive into the data and find out what is wrong. The workgroup is designed to get into this information to find out what is going on with the current situation, but the

longer term goal is to develop a criminal justice management information system that would allow a database to be built to allow for tracking what is going on in the criminal justice system and get ahead of the game and find out where the efficiencies are, as well as where the inefficiencies are.

Srenaski said the jail population is going up, but the intake is going down and this is because the caseload clearance rates by the courts has been declining for three years, but the question is why. The problem is that we do not know and that is what the work group is designed to do. Srenaski continued that we are very fortunate in that it looks like we can utilize the resources of UW and its master's program in computer science to have some people work on this. In addition, he intends to work with the grant requesting people to work on grants to see if they can get additional money to work on this.

Srenaski continued that he is looking at the issues within the system from a business perspective and noted that the criminal justice system is a \$40 million dollars a year business but it does not have the appropriate tools. He is pursuing this because a report had been put together by outside experts that outlined what was needed, such as a having a master plan and a database and that is what this workgroup will do. He concluded by providing a handout to the Committee, a copy of which is attached.

**1. Review Minutes of:**

- a. Criminal Justice Coordinating Board (March 8, 2018).
- b. Fire Investigation Task Force – General Membership (December 7, 2017).
- c. Local Emergency Planning Committee – LEPC (March 13, 2018).
- d. Traffic Safety Commission (January 9, 2018).

**Motion made by Supervisor Schadewald, seconded by Supervisor Nicholson to suspend the rules to take Items 1a-d together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Schadewald, seconded by Supervisor Nicholson to approve Items 1a-d. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Public Works**

**2. Update on Jail and Medical Examiner's Projects.**

Public Works Director Paul Fontecchio introduced Pat Flaherty and Bruce Wetzel from the Concord Group, the owners' rep for the project. Fontecchio provided an updated drawing of the site along with a timeline of the project, copies of which are attached. Fontecchio pointed out where the new pods will be built and where the Medical Examiner's facility will be. He noted that originally he was looking at this sequentially by building the jail pods and then the ME's office, but after looking into this a little deeper with the Concord Group, it was determined that construction would probably not start until the middle of 2019, so some of this has been revised, but the location of the facilities has not changed.

Flaherty and Wetzel outlined the information on the timeline for the Committee. Supervisor Schadewald said he previously thought the jail would be built and then paid for and then work on the ME's office would be done. Fontecchio responded that one of the reasons they hired the Concord Group was to look at this from a way that he is not able to. The Concord Group has a robust estimating team who has already done a monthly breakdown of costs that has been provided to administration. Schadewald noted that he will also follow up on this with the Administration Committee to make sure that everyone understands how the project is going to happen.

*Supervisor Schadewald was excused at 12:14 pm.*

Buckley said he anticipated having the next Public Safety Committee at the jail. Fontecchio said he would like to have the RFP presented at the next Public Safety meeting and then go to the County Board in June so they can start advertising at the end of June, so having the next meeting at the Jail will work perfectly.

Buckley asked if one of the pods being built would be available to be used for people currently being housed in the work release center downtown if it were to be deemed unusable in the future. Chief Deputy Todd Delain responded that the location of the jail and classification of it would be consistent with what is currently in the downtown facility.

He noted that that downtown facility is probably approaching end of life cycle if there are not modifications made. As things move forward, Delain is hopeful to find ways to decrease jail population and the addition would be a very viable option to resolve the issues with the downtown facility. He noted there is ongoing shifting of the building and there was also a major pipe break recently that required ripping out of walls. The new facility would be a very good option to deal with those people currently being housed downtown. Delain also noted that any Supervisors who would like to see the downtown facility can let him know and he will make arrangements for them to go through it.

Fontecchio concluded that he will provide updates to this Committee whenever they want them regarding this project.

**Motion made by Supervisor Nicholson, seconded by Supervisor Borchardt to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**District Attorney**

**3. District Attorney Report.**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to suspend the rules to take Item 27 together with Item 3. Vote taken. MOTION CARRIED UNANIMOUSLY**

*Although shown in the proper format here, Item 27 was taken at this time.*

District Attorney David Lasee informed that his office has been busy this year from a trial perspective. As of now the budget looks okay. Lasee said he will keep track of the expenditures associated with some of the higher profile trials as an explanation if they end up going over budget.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Circuit Courts, Commissioners, Probate**

**4. Budget Status Financial Report for 2017 - Unaudited.**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to suspend the rules to take Items 4, 5, & 6 together. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to receive and place on file Items 4, 5 & 6. Vote taken. MOTION CARRIED UNANIMOUSLY**

**5. Budget Status Financial Reports for January and February 2018 – Unaudited.**

*See action at Item 4 above.*

**6. Director's Report.**

*See action at Item 4 above.*

**Clerk of Courts**

**7. Budget Status Financial Report for 2017 - Unaudited.**

Clerk of Courts John Vander Leest informed the budget was missed in 2017 in large part due to the guardian ad litem payments being down roughly \$87,000 from the prior year. He indicated the first two years they started holding people accountable for these fees they did pretty good, but they were aware that eventually that would plateau or decline. This continues to be a challenge and they continue to look closely at the numbers. They will continue on with the guardian ad litem monthly payment hearings and they also are looking at the State debt collection. He explained the Department of Revenue has additional powers beyond what a normal collection agency would have and they are looking at sending some of the older debt to them to see if there would be success. On a positive note, expenses in

the area of guardian ad litem have decreased and Vander Leest feels they will be back in the \$350,000 - \$370,000 range.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**8. Budget Status Financial Reports for January and February 2018 – Unaudited.**

Vander Leest informed there have been a few vacancies in the department which is reflected in the budget numbers.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**9. Director's Report.**

Vander Leest introduced Andy Lauscher to the Committee. Lauscher is the new Financial Operations Manager in the Clerk of Courts Office. He has a background working at a hospital and a credit union in the Upper Peninsula and has finance and accounting experience. Lauscher shared his background experience with the Committee.

Vander Leest continued that one of the things they are doing in the office is making efforts in findings crime victims who have restitution payments coming. Last week they were able to get \$2,500 to a victim from a 2009 case. He stressed the importance of people in the victim witness program keeping their addresses up to date with the Clerk of Courts. Vander Leest noted that any checks issued for restitution that are not cashed get returned to the general fund eventually. They work hard to try to find victims so they can get what they are awarded. Vander Leest would like the media to let the public know to keep their addresses updated if they are a victim of crime because tax intercepts are done for restitution payments so they are seeing more restitution payments coming in.

Vander Leest continued that they currently have a Customer Service Clerk position vacant and this will be on the agenda for next month for a table of organization change to Deputy Clerk which will allow for a floater position in the office to assist wherever needed and provide some additional versatility in the department. Vander Leest also informed he has some summer help starting soon.

Vander Leest concluded by saying he recently attended the Juvenile Conference which was very interesting. He said he learned about a program similar to the DARE program which may be something Brown County may wish to look at in light of the increase in juvenile crimes.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Emergency Management**

**10. Budget Status Financial Report for 2017 - Unaudited.**

It was noted that there were some overages in the Emergency Management budget, but because that budget rolls up into the Public Safety Communications budget those overages turned out to be a wash.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**11. Budget Status Financial Reports for January and February 2018 – Unaudited.**

Budget numbers to date in 2018 are fine.

**Motion made by Supervisor Nicholson, seconded by Supervisor Borchardt to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**12. Director's Report.**

Cullen Peltier reported on behalf of Emergency Management Director Jerad Preston. Emergency Management will be participating in a statewide dark sky exercise and they will be activating the EOC and testing that over a few operational periods.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**Public Safety Communications**

**13. Budget Status Financial Report for 2017 - Unaudited.**

Public Safety Communications Director Cullen Peltier informed his department finished the year well under budget.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**14. Budget Status Financial Reports for January and February 2018 – Unaudited.**

Peltier informed the budget to date for 2018 is doing fine and there have not been any surprises.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**15. Director's Report.**

Peltier reported they are currently down two positions. They have an offer out for one of those positions and hope to have someone starting in the next few weeks. The CAD project has been delayed a little bit. The original go live was set for May 15, but there have been some slowness issues and a few other things that made him uncomfortable going live at this time so they are pushing this off until the end of July or August. They are in the process of working on the issues and Peltier is pretty confident that they are on target to meet the end date. He noted the current system will not be supported after August so they are on a pretty hard deadline. They are meeting weekly with the project managers and Peltier will keep the Committee advised.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

**a. Discussion and possible action re: NetMotion software Licenses.**

Peltier said NetMotion is a computer system that allows the computers in law enforcement and emergency vehicles to communicate with the CAD system at the Communication Center. In the past there were a number of NetMotion licenses and some other agencies came on board to put the computers in their vehicles. The County allowed them to use the licenses the County had because at that point there was no additional cost and there were plenty of licenses available. With the new CAD system, it will be easier for the agencies to get onto the network and some of them will no longer need to purchase large equipment because they will be able to access the system on things like iPads which will make it much cheaper and more convenient.

Peltier continued that they have now run out of NetMotion licenses and there are a few vehicles that are without mobile aided dispatch. What he is looking for is some direction from the Committee as to how to proceed. He indicated they can purchase the licenses and continue to pay for them and TS can provide the support. Another option would be to charge for the new licenses which are roughly \$300 and annual maintenance of \$40. The third option would be to charge the municipalities for the licenses and all the maintenance going forward. If they choose to get new licenses they would pay for them and continue to pay for the maintenance and pay the County a support charge of about \$160 a year to cover TS staff time. Peltier continued that the City of Green Bay and the Village of

Ashwaubenon currently have their own NetMotion licenses. If the Committee and Board desire to charge the municipalities, a resolution would be needed for that and the ongoing maintenance.

Technology Services Director August Neverman said there are currently 110 licenses and they are buying 25 right now because of the life safety issues involved. It is not improbable that we could end up with 200 - 250 licenses long term. As Peltier mentioned, the new tools allow easier access from devices and are much less expensive. The licenses have been traditionally paid for through TS and then they charge back. Since some partners are paying for their own licenses and some are not, they are looking for direction as to charging the municipalities or entities for their access and, if they do, if they are going to charge back for the licenses only or for the licenses and labor. Neverman said on average it takes twice to three times as long to support a non-contract entity such as a fire/rescue entity rather than someone contracted directly through the Sheriff's Office where they know the hardware and have spare equipment available. Roughly one-quarter of one of TS's FTEs time is spent on these non-contract entities right now and if the number doubles, they would be spending about half the FTE's time. Neverman said they are looking for direction as to what to do. They can either continue as they are, or charge back the licenses only, or chargeback the licenses and labor. A resolution will be drafted based on the Committee's feedback.

Supervisor Borchardt said she would prefer the third option because if two municipalities are already doing it, it should be done universally across the board.

Gruszynski asked about the non-contracted entities and Neverman responded that there are 111 of them. Approximately 75% of the licenses are for non-contracted entities and the remainder are contracted with Brown County. Gruszynski asked if there have been any conversations with the non-contracted agencies for their thoughts. Peltier responded that they have not done so yet as they wanted to get guidance from the Committee first.

Peltier felt the third option would be best because it is already being doing for the other municipalities and it should be done uniformly across the board. The cost to the municipalities is pretty minimal.

**Motion made by Supervisor Nicholson, seconded by Supervisor Borchardt to approve option 3 (chargeback the licenses and labor). Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **Medical Examiner**

#### **16. Budget Status Financial Report for 2017 - Unaudited.**

Medical Examiner Director of Operations Barry Irmen said the Medical Examiner's office finished the year over budget, primarily due to staff training and a requirement that Dane spend some additional time going out with staff during the training process. They did not have enough trained staff to operate independently so they needed someone with them and it was either our staff or Dane County staff that would do that and Brown County did not have enough staff so Dane County had to step in. Irmen said that one full time staff is currently out on FMLA, one left for a job in another state and there are also three LTE spots that need to be filled. There is some staff that is able to operate independently now, but there will still be wages that need to be met for those working with someone else.

Irmen said the investigator positions start at about \$23.00 an hour which is comparable to what Rock County pays. Dane County, by comparison, starts their investigators at about \$33.00 an hour. Irmen continued that they prefer to have someone with either law enforcement knowledge or medical knowledge. They are able to teach one half or the other. The people that are coming right of school are typically people with book knowledge but no practical application experience. Borchardt asked if there would be a way to work with the schools to provide some of the practice application experience and possibly cut costs. Irmen said he did not know if there would be a way to cut costs, but noted that when a job is posted, he gets contacted quickly, but typically by people with no forensic training.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

#### **17. Budget Status Financial Report for February and March 2018.**

Irmen said they are in good shape.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**18. 2018 Medical Examiner Activity Spreadsheet.**

Irmen noted investigations and autopsies are down a little bit and cremations are up a little bit. He feels they are where they need to be and this is the first year of another two year IGA between Brown County and Dane County. Irmen feels they budgeted reasonable figure for autopsies and externals so there will not be the makeup they had in 2016. Irmen continued that a previous Supervisor on this Committee asked for information on the time it takes for bodies to come back to Brown County when they are brought to Dane County. Irmen reported that in March, Brown County had 10 cases go to Dane County and 6 were back within 24 hours and the other four were back within 36 hours. In April, Brown County had 10 cases go to Dane County and, of those, 6 were back in less than 24 hours, one was back in less than 36 hours and three took longer than 36 hours. Of those three, two autopsies were postponed so law enforcement could attend and the other involved identification issues.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**19. Medical Examiner's Report.**

Irmen did not have anything to add other than what was discussed above.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**Sheriff**

**20. Update on Jail Addition – *Standing item.***

Lt. John Mitchell introduced himself to the new Committee members and indicated Sheriff Gossage has assigned him to work with the project manager on the jail addition project. He said he will be meeting with the owners representatives introduced earlier for a walk through at the jail to help get the cost estimate as accurate as possible. He has coordinated this walk through with TS, Facilities and all other interested parties.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**21. Budget Status Financial Report for 2017 - Preliminary and Unaudited.**

Chief Deputy Todd Delain reported the Sheriff's Department was over budget at the end of 2017 by 1.95%. This was not a surprise and was related to the increased number of inmates shipped out as well as an increase in overtime in the jail, in part due to the turnover in correctional officers.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**22. Budget Status Financial Report for February and March 2018.**

At this time revenue and expenses are where they should be, although there will be additional expenses with regard to jail overtime.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.  
MOTION CARRIED UNANIMOUSLY**

**23. Budget Adjustment Request (18-55): Any increase in expenses with an offsetting increase in revenue.**

*This Item was removed from the Agenda at Item II.*

**24. Budget Adjustment Request (18-62): Any increase in expenses with an offsetting increase in revenue.**

This request is to increase federal grant revenue and grant expense to participate in a Homeland Security grant that provides funding to purchase bomb disrupter packs for the six Wisconsin regional ALERT bomb teams at \$5,750 each. Brown County will act as the lead agency for this grant and will retain one of the packs with the county. Net budget impact is zero because expenses are offset by grant dollars. This grant application was already approved by the County Executive on 01/12/2018.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to approve. Vote taken. MOTION CARRIED UNANIMOUSLY**

**25. Sheriff's Report.**

Delain informed the Sheriff's Office is doing very well overall. The George Burch sentencing will be happening on Friday for the brutal homicide of Nicole Vander Heyden. This was a significant case that gained national exposure and the sentencing will bring it to conclusion.

Delain also talked about staff turnover at the jail and how it impacts the budget. To date in 2018 a total of 10 correctional officers have left corrections. Of those, one moved to a sworn position so stayed with the County, one retired, one is on medical leave, and seven have left the County for other employment. In 2017, 21 correctional officers departed. Two of those took deputy positions with the County, two retired, three did not make it through their training and the other 14 left the County for other employment. In 2016, 17 correctional officers left, 18 left in 2018, 14 in 2014, 12 left in 2013, 6 in 2012, 7 left in 2011 and 3 left in 2010. The numbers are rising and this is disheartening because the Sheriff's Office invests about 12 weeks in the training program and jail certification before an officer can supervise inmates on their own.

Delain continued that in March, 2018 the County Board approved additions for pay for lead workers and specialty pay. It is now May and none of those changes have been put into effect. Delain said they have at least 40 employees that are affected by this and they are getting a lot of questions on this. Delain said he was at the jail last night and got a lot of questions from staff about this. He understands HR is short staffed, but this is affecting employees and their morale. Another thing that was approved by the County Board in November, 2017 was the class and comp but the timeline to have this done is not until the end of the year. There was a significant amount of money set aside for this by the County Board, but now something that is approved for 2018 may not even be done in 2018 and that has a negative effect on employees which Delain feels is a factor in the high turnover numbers. Employees feel like nothing is getting done. The job market is quite favorable and correctional officers are leaving for other positions. Nicholson urged Buckley to make some phone calls on this to get it taken care of and Buckley also asked that this matter be placed on the next Public Safety Committee agenda with a request to have Human Resources attend and provide a timeline. Nicholson and Buckley both agreed that this is not good for morale and Buckley pointed out they are still working on the protective status issue as well. Delain said the Sheriff has been very outspoken on the protective status issue and has done everything he can, and the employees seem to recognize that, but it is still harmful to their morale. Gruszynski added that being told that things are taking a long time because HR is understaffed does not go very far with the correctional officers when they are also understaffed. Delain continued that because of the nature of the business, they obviously have to have the proper staffing and pay the overtime it takes to get it done. Knowing that things are moving forward in HR would go a long way in making the employees feel better.

Buckley asked Delain to talk about the deficit in last year's budget compared with the money that has been returned to the general fund over the years. Delain said he did not have totals in front of him, but 2017 is the first time they have been over budget. They watch the budget very closely and do the best they can. He said that 1% of their budget is roughly \$390,000 so 1.9% is a very high number. They do everything they can to control the budget, but there are some expenses they cannot control. Delain recalled that they were very close to budget in 2016 and prior to that they returned several hundred thousand dollars to the general fund every year. The two factors that impact the budget the most are overtime in the jail and jail overcrowding which results in shipping and transporting inmates. If those issues did not exist, the budget would be in great shape. Buckley added that since Sheriff Gossage and Chief Deputy Delain

have been in their positions, the budget has been far more in line than it had been in the past. They work very, very hard to get the budgets under control and what happened in 2017 is not normal.

Delain continued that the Professional Standards Division basically is spending all their time finding good correctional officers. They are finding good people who will be good for the County and hopefully very good correctional officers through the training process. The standards cannot be changed when it comes to hiring. They cannot take people with shady backgrounds who will not be good for the job or good for the inmates. Delain does not think Professional Standards can do more than they are doing in this regard. They have three people dedicated just to trying to keep up with hiring. He noted they did make a schedule change last year to help with the overtime and it has helped, but with the number of officers that have left already this year, it is very, very difficult. Delain said anything the Committee or County can do to help retain employees would be extremely helpful, not only from a morale standpoint, but also to the bottom line of the budget.

Gruszynski asked if the jail was fully staffed, how much the number for the total overall overtime would be reduced. Delain said if the jail was fully staffed, overtime would be minimal with the new schedule that was put in place. The problem is when there is turnover, the jail loses an employee for roughly 12 weeks. Delain said they need to pay someone who is already trained to be in the block and then they also have to pay someone to be training to learn how to be in there so they end up paying 2 ½ times the normal rate. If employees were retained the overtime would be minimal. Gruszynski asked what the original budget was for boarding inmates in 2018 and Buckley recalled it was somewhere in the neighborhood of \$280,000. Buckley explained they spent the budgeted amount for shipping inmates out, plus an additional \$486,000. The overtime is from day to day operations so the overtime would still be the same even if we were not shipping inmates out.

**Motion made by Supervisor Nicholson, seconded by Supervisor Gruszynski to receive and place on file. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

#### **Resolutions & Ordinances**

**26. 2017 Balanced Budget Adjustment.**

Buckley explained that this has to be approved by all standing committees. He said we have already talked about the overages in the Clerk of Courts Office, Medical Examiner's Office and Sheriff's Office.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to approve. MOTION CARRIED UNANIMOUSLY**

#### **Communications**

**27. Communication from Supervisor Buckley re: Have the District Attorney's Office be prepared to have a discussion on potential offenses that can/could be sent to Municipal Court for Action. *January motion: Refer to staff and bring back to the April meeting.***

District Attorney David Lasee asked that this Item be held for a month to give him additional time to talk with the municipal courts to see if there are ways to improve the number of cases in his office. He explained they are looking to potentially expand the number of situations where ordinances are issued in lieu of criminal actions to lessen the workload in the DA's office and the court system and also divert lower level cases to a more appropriate area where people would get a fine. He intends to explore this with municipal courts and the chiefs of the respective departments to try to locate situations where they could defer more cases out of the system and into municipal courts.

Lasee continued that he has started to have these conversations with some of the departments and they have talked about issuing more ordinance tickets, particularly on lower level THC offenses and smaller retail theft cases. There has been training with law enforcement on this to give them a little more leeway, even in some cases where there have been priors. Lasee will continue discussing this with the municipal courts and try to set up some guidelines.

**Motion made by Supervisor Gruszynski, seconded by Supervisor Nicholson to hold for one month. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

Other

**28. Audit of bills.**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**29. Such other matters as authorized by law.**

Gruszynski informed he was on Ed and Rec during the last term and the department heads that reported to that Committee provided director reports which were contained in the agenda packet and he would like to see a similar procedure on this Committee because it makes it easy for the Committee to do their homework before the Committee meetings are held. Buckley said he will talk to the Sheriff about this but noted there is very good dialogue in the meetings which he does not want to lose. He said the department heads keep the Committee very advised of what is going on in their departments so when it comes to budget time things go quite smoothly and quickly.

**30. Adjourn.**

**Motion made by Supervisor Gruszynski, seconded by Supervisor Borchardt to adjourn at 1:26 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

**Therese Giannunzio  
Administrative Specialist**



**Brown County Criminal Justice System**  
**Work Group for Criminal Justice System Efficiency Improvement**

**Mission**

The mission of this work group will be to collect and analyze data from the various component divisions of the Brown County criminal justice system, its vendors, State of Wisconsin criminal justice data bases, and U.S. government applicable sources and to supply the data and analysis to appropriate Brown County government entities.

Utilizing data analysis and statistical tools, the multi-function, multi-discipline work group will identify evidence based opportunities to contain the growth and/or reduce the justice system's operating costs and will recommend quantified objectives for achieving measurable results within specific time frames.

*Comments  
From The Public*



# Jail and Justice System Assessment

A National Institute of Corrections Technical Assistance  
Report for Brown County, WI Sheriff's Office

**Technical Resource Providers:**

Mark Martin  
April Pottorff

March 21-23, 2017

*Comments From  
The Public*

## Recommendations

The technical resource providers offer the following action steps to move forward in assessing detention needs and in developing systemic strategies to better manage the use of the jail.

Recommendation #1— Conduct a Needs Assessment and Update Brown County Jail Master Plan

*Develop a comprehensive system wide master plan that includes detailed data analysis and cost-benefit evaluations of all potential options for improving the Brown County Criminal Justice System.*

Developing a comprehensive system-wide information management system that allows for easy tracking and analysis of the Brown County Criminal Justice System.

Comments From:  
The Public

Recommendation #2— Establish Working Sub-Committees within the Criminal Justice Court Coordinating Board (CJCCB)  
*Utilize the Criminal Justice Court Coordinating Board to develop a comprehensive strategy for policy evaluation and implementation.*

- The CJCC should create a management information plan. The members can determine what they want to know. Collect the data, analyze it, and turn it into information. The CJCCB and the individual agencies will use this information for planning and operations management.
- The County must identify a resource to provide support to the CJCCB. This same staff can begin collecting and analyzing information to support the planning effort.
- Collect performance data on all alternative programs in order to identify the most effective interventions and with whom they are most effective.
- The CJCCB should consider the possibility of creating new alternative programs and perform a cost-benefit analysis for each recommendation.

Comments  
From The Public

### Criminal Justice System Numbers Challenge

Boarding Out Costs 2017: \$711,321  
Jail overtime costs 2017 \$1,258,581  
Daily report Center 2018 \$356,000  
Total Financial Challenge: \$2,325,902

### Prisoner Boarding Costs

2016 Prisoner Boarding Out cost: \$29,500  
2017 Prisoner Boarding out cost: \$711,321.23 (\$668,291 Jail only, \$43,030 Human Services/Juveniles)

2017 Monthly average number prisoners boarded OUT: 45.5 2018 First Quarter: 38.0

2017 Monthly average federal prisoners boarded IN: (17.4) 2018 First Quarter: 25.9

Net 28.1 Net 12.1

### Cash Bond Only Prisoners

2017 Monthly average \$0-\$1,000 Cash Bond prisoners 198  
2017 Monthly average \$0-\$2,000 Cash bond prisoners 230 (230 x 0.15 = 35)  
2017 Monthly average \$0-\$5,000 Cash bond Prisoners 259 (259 x 0.15 = 39)

### Jail Personnel Issues

2017 Jail Personnel overtime: \$1,258,581  
Jail Expansion Personnel annual cost: \$435,000 (6 additional CO's)  
Unemployment rates: US 4.1%, Wisconsin 3.4%, Brown County 2.7%

Bob Srenaski 5 March 2018

Comments From  
The Public

## Reference Materials

September 2007, "*Criminal Justice System Assessment Final Report, Dane County Board of Supervisors*" by Institute for Law and Policy Planning

July 2009, KIMME Report , Brown County "*Jail Expansion Needs, Assessment & Cost Estimate*"

December 2014, "*Technical Assistance Report to the Brown County Criminal Justice Coordinating Council*" by the Center for Effective Public Policy, "*Brown County Criminal Justice System (flow) Map*" with narrative.

March 2017, "*Jail and Justice System Assessment*", A National Institute of corrections Technical Assistance Report for Brown County , WI Sheriff's Office

LJAF, The Laura & John Arnold Foundation, PSA Public Safety Assessment, pretrial assessments currently used by Dane and Milwaukee Counties plus 40 other jurisdictions across the country. Web: <http://www.arnoldfoundation.org/wp-content/uploads/PSA-Risk-Factors-and-Formula.pdf>

<http://www.arnoldfoundation.org/category/resources/?tag=public-safety-assessment>

Comments From  
The Public



PROJECT Jail Pod Expansion & Medical Examiner Building				JOB NO.	
SUBJECT Conceptual Layout				SHEET NO. OF	
ORIGINATED BY BCPW	DATE 5/2/2018	CHECKED BY	DATE	CALC. NO.	REV. NO.

PROJECT LOCATION MAP



# **Brown County – Jail Expansion & Medical Examiner's Office**

## **Brown County Safety Committee Meeting**

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May 2nd, 2018  
**Date**

Concord/Brown County  
**Team**

11:30 am  
**Time**

Brown County Sheriff's Office; 2684 Development  
Drive, Green Bay, WI  
**Location**

### 1. Project Approach

- a. A/E RFP Issued jointly for Jail Expansion & Medical Examiner's Office requesting costs for:
  - i. Jail Expansion Only
  - ii. Medical Examiner's Office Only
  - iii. Jail Expansion & Medical Examiner's Office CombinedOption to have one Designer for both projects or a separate designer for each
- b. Construct both projects concurrently, for the following project benefits:
  - i. Larger overall project will make the project more attractive for bidders and will likely entice more highly qualified contractors to bid
  - ii. Realize construction savings due to:
    - 1. Contractors General Requirements, which includes supervisory staff, temporary office costs, site security, etc., are all time-based costs. By reducing the overall schedule, these costs will be reduced.
    - 2. Subcontractor & Equipment mobilizations will be reduced. There are costs associated with subcontractors mobilizing on-site and delivery of equipment to site. Constructing the projects concurrently will reduce the number of mobilizations required.
  - iii. Other consultant costs, including OR and A/E team, will be reduced with the overall schedule reduction. For A/E this is limited to Construction Administration Services.
- c. Document Storage System – As recommended by Brown County TIS, Box.com will be utilized for storage of all project documentation. Access will be provided to the Safety Committee to access pertinent project information such as:
  - i. Schedules
  - ii. Budget & Cost Projections
  - iii. RFP Responses

### 2. Project Milestone Schedule

- a. 5/29/18 – A/E RFP submitted to Safety Committee for review in the 6/6/18 meeting.
- b. September 2018 – Design Architect Awarded and Design Commences
- c. June 2019 – Design Completion
- d. September 2019 – Construction Commences
- e. October 2020 – Construction Complete for Jail Expansion & ME Office

### 3. Key Updates to Safety Committee

- a. 6/6/18 – A/E RFP Q&A
- b. September 2018 – A/E Team Introduction
- c. January 2019 – Schematic Design Package & associated Estimate
- d. May 2019 – 75% Construction Document Package & associated Estimate
- e. July 2019 – Construction Bid Response Review & Award
- f. TBD – Construction Progress Reporting as Required/Needed

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